



EVENT DETAILS

How will the space be used? (mark all that apply)

Meeting Class/Lesson Wedding Party Other (describe): _____

Will food be served? No Yes

If yes, who is providing? Bringing it ourselves or Food Vendor/Caterer Dropped-Off or Food Vendor/Caterer to stay at the park facility during event *

Will there be music? No Yes

If yes, who is providing? Bringing own system or Hiring a DJ * or Live (which instruments?) _____

Will there be other Entertainment or Games? Examples: game truck, face painter, bubble soccer, magician, animal show, photo booth, inflatable ride etc. No Yes

If yes, what is planned? _____

Who is providing it? Bringing it ourselves or Hiring a company *

Will there be other Additional Equipment brought in? Examples: laptop, AV equip, chairs, tables, decorations, staging, etc.? No Yes

If yes, what is planned? _____

Who is providing it? Bringing it ourselves or Hiring a company *

* **Special Uses:** If hiring a company to provide a service for the event, a permit is required and must be approved in advance. An [Indoor Facility Special Use Form](#) is required, deadline to meet requirements is 21 days prior to event date.

Will alcohol be served? No Yes Will alcohol be sold? No Yes

If yes, a Washington State Liquor & Cannabis Control Board Banquet Permit or Special Occasion License and alcohol server with a Class 12 Permit are required. See **Facility Rental Guidelines** for all requirements that must be met a minimum of 7 days prior to event date for approval. Alcohol service may not be approved during hours of scheduled youth programs in the complex.

Will admissions be collected? No Yes

If yes, estimated amount: _____

Will items be sold? No Yes

If yes, what is planned? _____

EQUIPMENT (included with rental)

Renters are responsible for the care, condition, and cleaning of any equipment being used. The room has an inventoried set of tables/chairs available for use. Table coverings are required. It is the responsibility of the applicant to set-up, move tables and chairs for their purpose and to return room to original condition.

Room Equipment needed: (mark all that apply and # of tables/chairs)

___ Stacking Chairs (175 avail.) ___ 6 ft Rect. Tables (50 avail. in Theatre) ___ Round tables (15 avail. in Comm Rm)

LCD projector (no screen incl.) Pull-Down Screen w/ Projector (Comm. Rm only) Grand Piano (Theatre only)

Podium PA System w/ Mic Power Strip Extension Cord Cleaning Supplies & Garbage Bags

Kitchen Equipment needed (Community Room only): Refrigerator Freezer Microwave

CONTACT INFORMATION

Crossroads Community Center:

Office Location: 16000 Ne 10th Street
Bellevue, WA 98008

Phone: 425-452-4874

Fax: 425-452-7854

Email: CCC@bellevuewa.gov

After Hours Emergencies:

Phone: 425-452-6855